

Marking & Delivery

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28 February 1964



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MEMORANDUM FOR: Chief, Logistics Services Division

SUBJECT : Procurement of Picture Frames for
O/DCI Area

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REFERENCE : Memorandum from [redacted] to
Executive Officer to the DD/S dtd 4 Feb 64,
subject: Procurement of Services and
Equipment Resulting from the Fine Arts
Commission's Recommendations

1. During the course of the work in the Director's area, the Fine Arts Commission has sought the guidance and recommendations of the interior decorator in selecting pictures and frames for this area. The framing of all pictures procured to date have been selected by the interior decorator, approved by the Fine Arts Commission, and the work performed by the firm, Mickelson's, Inc. It is the recommendation of the Fine Arts Commission that in order to keep the decor of this area, we continue to utilize the firm of Mickelson's to complete the framing of pictures which have been selected and/or are yet to be selected for the Director's area.

2. Pursuant to referenced memorandum, the following work is now in process, the design of the frames have been selected, and the pictures turned over to Mickelson's prior to the establishment of procedures outlined in referenced memorandum:

- a. Two color photos for the DCI Dining Room
- b. Four color photos for the DCI basement reception area
- c. One color photo for the 7th floor reception area (area #13)
- d. Three color photos for the 7th floor small reception room
- e. Four color photos for the DDCI secretarial office.

3. Approximately five pictures have been selected for framing (for the DCI secretarial office) and are ready to be delivered to the framer. It is requested that LSD advise the undersigned the name of the Logistics procurement officer who is to handle this procurement action in order that we may proceed with the foregoing and discuss additional requirements set forth in paragraph 4 below.

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4. In addition to those pictures now at the framer and the ones mentioned in paragraph 3 above, it is anticipated that we will need an additional 10 to 12 frames for color photos and probably two or three limited edition prints of paintings (and frames) to complete the O/DCI area. When these photographs and prints have been selected, the Fine Arts Commission recommends that they be framed in accordance with the design selected by the interior decorator. It is requested that the Chief, LSD advise what further action and/or procedures we should follow to conclude this work under the policy set forth in the referenced memorandum.

Chairman
Fine Arts Commission

Procurement action required by
above recommendation is approved:

Assistant to the Director